Signed Final 2/16/17

Town of Garrett Park

Town Office

PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896-0084

Tel: 301 933-7488 Fax: 301 933-8932
Email: managergene@garrettparkmd.gov

CONTRACT FOR SERVICES

ENGINEERING CONSULTING SERVICES

CONTRACT NO. 17-2

THIS Contract, made this 16th day of February 2017, by and between the TOWN OF GARRETT PARK, a municipal corporation organized and existing under the Laws of Maryland, hereinafter referred to as the "TOWN", and Nobis Engineering, Inc.., hereinafter referred to as the "CONTRACTOR".

WITNESSETH:

In consideration of the covenants and promises hereinafter set forth, the parties hereto agree as follows:

1. SCOPE OF WORK: The Contractor agrees to be bound by all work and requirements as described in the this contract and in the Request for Proposals, RFP #2017-2 attached hereto and incorporated herein as Exhibit "A". The contractor further agrees to perform the work as described in the Nobis "Proposal for Safe Routes to School Sidewalks Engineering and Design" attached hereto as Exhibit "B". In any discrepancy between the work described in Exhibit "A" and Exhibit "B", Exhibit "A" shall take precedence.

2. PRICE AGREEMENT: The Contractor agrees to perform the work described in Exhibit "A" for the total price of **$31,890** as described on the Bid submitted by the contractor on December 9, 2016.

3. DURATION: This Contract shall be in effect from February 16 , 2017, until the work and deliverables described herein are

completed as agreed to by the Town, unless terminated as provided for herein. Any delays or extensions of the duration of the contract will be at the discretion of the Town as described in this contract.

4. INDEPENDENT CONTRACTOR: The Contractor shall perform this agreement as an independent contractor and shall not be considered an agent of the Town, nor shall any of the Contractor's employees or agents be subagents of the Town.

5. EQUAL EMPLOYMENT OPPORTUNITY: During the performance of this Contract, the Contractor agrees to comply with all applicable federal, state and local laws relating to discrimination in employment.

6. TERMINATION FOR CONVENIENCE: The Town may terminate this Contract for convenience by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. If the Contract is terminated by the Town as provided in this section, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Contractor covered by this Contract, less payments of compensation previously made.

7. TERMINATION FOR CAUSE: If, through any cause, the Contractor fails to fulfill in a timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the Town shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof.

8. ENFORCEMENT. If, at any time, the Contractor is in default of any of its obligations under this Contract, the Town shall be entitled to all costs, including reasonable attorneys fees, incurred in securing the performance of any obligations under this Contract and/or in prosecuting a claim for damages arising from the Contractor's default.

9. COMPLIANCE WITH LAWS: The Contractor shall observe and comply with all federal, state, county and local laws, ordinances and regulations that affect the work to be done herein, and shall indemnify and hold harmless the Town, and all of its officers, agents and servants against any claim or liability from or based on the violation of any such law, ordinance or regulation, whether by the Contractor, the Contractor's agents or subcontractors.

10. INDEMNIFICATION OF THE TOWN: The Contractor shall indemnify and save harmless the Town from third-party suits, actions and damages or costs (including, but not limited to, reasonable attorney's fees where recoverable under applicable law on account of negligence), collectively hereinafter "Damages," to the extent such Damages are caused by the negligent or willful acts or omissions of the Contractor or its Sub-consultants, or anyone for whom the Contractor is legally liable, occurring in the performance of its obligations hereunder. In no event shall the Contractor be liable to the Town for any special, indirect, incidental, or consequential Damages regardless of the legal theory under which such Damages are incurred. The Town must provide prompt notice of obtaining knowledge of a claim subject to this indemnification and make available all information and assistance that the Contractor may reasonably request. The Contractor shall be provided the opportunity to defend and settle, in its sole discretion, any such third-party claim. In no event shall the indemnification obligation extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by an applicable statute of repose or statute of limitations.

11. DAMAGE TO PRIVATE PROPERTY: The Contractor shall be responsible for any damage to private property caused by the Contractor, its agents or subcontractors in the course of the performance of this Contract and shall replace or restore to its original condition any such damaged property at no cost to the occupant, owner, or the Town.

12. SUBCONTRACTING: None of the services covered by this Contract shall be subcontracted without the prior written consent of the Town. Any request for consent to subcontract any portion of the work shall include: 1) a description of the items to be subcontracted; 2) all subcontractor names, addresses and telephone numbers; and 3) the qualifications of the subcontractor. The Contractor shall be fully responsible to the Town for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Contractor. There shall be no contractual relationship between the Town and any subcontractor.

13. ASSIGNMENT: The Contractor shall not assign or transfer any interest in this Contract without the prior written approval of the Town.

14. CONFLICTS OF INTEREST: The Contractor covenants that it has presently no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required to be performed under this Contract.

The Contractor further covenants that in the performance of this Contract, no person having any such interest shall be employed.

15. INVOICES: Requisitions for payment shall include a complete description of the services rendered by the Contractor, providing the dates services were rendered, a description of services rendered, the amount charged for each service, and any additional information as may be required by the Maryland State Highway Administration.

16. INSURANCE: The Contractor, within five (5) days following the execution of this Contract and prior to commencement of any work, shall furnish to the Town proof of insurance of at least the kinds and minimum amounts set forth below. The following policies must be maintained at the expense of the Contractor during the entire performance period of this Contract or any renewal or extension thereof.

WORKERS' COMPENSATION covering all operations in the State of Maryland for the proper hazard classifications (which shall be specifically listed on the certificate of insurance) for the anticipated work with limits as established by statute.

COMPREHENSIVE GENERAL LIABILITY INSURANCE: (a) Bodily Injury for each occurrence $500,000/$500,000 aggregate (b) Property Damage for each occurrence $250,000/$250,000 aggregate (c) Automobile Combined Coverage - fleet operations $750,000 total (d) Property Damage $500,000/$500,000 aggregate.

PROFESSIONAL LIABILTY INSURANCE/ERRORS AND OMISSIONS INSURANCE: must be carried in the amount of $1,000,000.

The Contractor shall also furnish to the Town a Certificate of Insurance in like amounts for any approved subcontractor prior to commencement of performance of such subcontractor's personnel or entry of equipment in the Town.

All accidents resulting in injury to or death of persons or damage to property of others arising out of the performance or suits instigated against the Contractor and/or the Town arising out of such accidents shall be reported promptly to the Town Liaison or other official designated by the Town Council.

17. CAPACITY TO PERFORM: The Contractor, by executing this Contract, represents that all equipment necessary for providing the described services is in working order, that materials needed are now in stock or will be available so as not to delay timely performance, and that all

personnel needed are available or will be available by the date work is to commence.

18. LICENSES AND PERMITS: The Contractor individually and the business, Nobis Engineering, Inc. corporately, must have the appropriate State of Maryland Professional Engineering licenses and may be required to produce such licenses prior to starting the work described in this contract.

19. TOWN LIAISON: The Town will designate a liaison to provide guidance to and respond to inquiries from the Contractor. The Town Liaison for this contract is the Town Manager, or such person as he may designate.

20. PERSONNEL, EQUIPMENT AND MATERIALS: The Contractor shall furnish the necessary supervision, crew(s), the specified equipment and all materials and/or supplies, as may be required for efficient and safe execution of the required work.

21. ENGLISH LANGUAGE: The Contractor shall appoint one or more crewmembers or supervisors to act as liaison with the Town and emergency service personnel. All liaisons shall be fluently bi-lingual in English and the Contractor's and/or subcontractor's employees' language(s) and at least one liaison shall be present at each work site at all times when any of the Contractor's employees or agents are at the site.

22. TELEPHONE NUMBERS: The Contractor shall furnish the Town with the name and telephone number of the Contractor or of a representative who can be reached at such number during the business day, and an emergency number where a representative can be reached at night or on weekends and holidays.

23. EQUIPMENT: All equipment shall be free from defects. Unless otherwise noted in the specifications, the Contractor shall abide by specific manufacturer instructions and recommendations on operation.

24. STANDARDS OF WORK: The standard of care for all professional services performed or furnished by the Contractor under this agreement will be the skill and care ordinarily used by members of the Contractor's profession practicing under similar circumstances at the same time and in the same locality.

25. ACCEPTANCE AND PAYMENT: The Contractor shall submit requests for payment during the course of the project as agreed to by the Town. If the Town agrees that the work has been performed

properly, payment shall be made within thirty (30) days following receipt of the request for payment. If the Town does not agree that the work has been performed properly, a portion or all of the payment may be withheld until the Town and the Contractor agree that the work is acceptable. The Town may, at its discretion, withhold all or part a payment until work is completed to the Town's satisfaction.

Acceptance by the Contractor of final payment shall operate as a release to the Town and every officer and agent thereof, from all claims and liabilities to the Contractor for anything done or furnished or relating to the work under the contract.

26. ACCURATE INFORMATION, ACCOUNTING AND AUDIT: The Contractor certifies that all information provided in response to the request for proposals or invitation to bid or that will be provided to the Town is true and correct and can be relied upon by the Town in awarding, modifying, accepting services, making payments, or taking any other action with respect to this Contract. Any false or misleading information is a ground for the Town to reject a bid or to terminate this Contract and to pursue any other appropriate remedy.

The Contractor certifies that its accounting system conforms with generally accepted accounting principles, will meet Federal grant audit standards, is sufficient to comply with the Contract's budgetary and financial obligations, and is sufficient to produce reliable financial information.

27. TERMS AND CONDITIONS: The terms and conditions of this document govern in event of a conflict with any terms of the Contractor's proposal, and are not subject to change by reasons of written or oral statements by the Contractor unless the same are accepted in writing. The terms and conditions for this contract are as follows:

Scope of Work

The Contractor will provide the following services:

Right of Way

The project will not require the acquisition of rights of way. The rights-of-way along each of the three sidewalk routes were determined by a survey conducted in 2015. The survey information is available from the Town in several standard formats.

Design of Pedestrian facilities for all routes.

Using the right of way information, the work performed by the previous engineer, and the requirements below, the Contractor will complete the design developed by the former engineer. Some of the routes are new pedestrian facilities; others are sidewalk retrofit facilities.

The Contractor will be expected to take the existing preliminary design and develop an interim design including both alignment and elevation, as well as sufficient stormwater management aspects to allow the issuance of a stormwater management permit by Montgomery County, and provide sufficient information to allow a review and a Section 106 finding by the Maryland Historical Trust, as well as information required by other reviewing and permitting agencies. The Contractor will then develop a final design and the detailed construction plans for the project.

The design requirements include, but are not limited to:

Historic Preservation. The Town is submitting a project review request to the Maryland Historical Trust. Prior to the current submission, the Town received a letter from MHT advising that the project may cause adverse effects to the historic district and making suggestions on how to mitigate those possible effects. The Contractor will work with the Town to develop a design that is sufficiently responsive to any MHT concerns the Town may now receive to allow a Section 106 finding by MHT.

Environmental Regulations. The Contractor must adhere to all State of Maryland environmental requirements.

Storm Water Management: The Contractor will develop storm water management plans in consultation with and responsive to the requirements of the Montgomery County Department of Permitting Services Water Resources Section. To the extent feasible the Town prefers to meet the storm water management requirement by designs integral to the sidewalk construction, but will consider equivalent mitigation at other locations in Town. The Town has an ongoing interest in addressing the management of storm water flow, particularly on the South side of Town, that has been designated as a Targeted Neighborhood under the Rainscapes program of Montgomery County's Department of Environmental Protection. The selected Contractor will explore design options that may reduce runoff to Rock Creek.

Trees and Vegetation. The preliminary design provides recommendations regarding trees and vegetation along the pedestrian routes. The Contractor must review the preliminary design regarding any trees or plants that must be moved to accommodate the route of the pedestrian facilities. Where appropriate, root bridges have been proposed in the preliminary design as a tree-protection strategy. The Contractor will determine the details of the removal or relocation of trees and vegetation and, more importantly, saving trees and vegetation.

Americans with Disabilities Act (ADA) Regulations. The design of the sidewalk routes must meet all requirements of the SHA regarding adherence to ADA.

Utilities. The preliminary pedestrian facility plans must be reviewed by the Contractor and modified as necessary to be appropriate for the final design. Utility relocation plans will be distributed to the District Utility Engineer as notification of any adjustment and/or relocation that may be necessary.

Residential Entrances. The design of the pedestrian facilities will include any requirements for changes to existing residential entrances including driveways and parking facilities. Such changes should maintain or improve the function of driveways and parking facilities for residents.

Materials. The design of the pedestrian facilities should not be limited to standard concrete materials. The Town is interested in considering permeable or other materials that will reduce any negative impacts of the new pedestrian facilities on storm water flow and tree health, yet will be reasonable to maintain in a community with heavy tree cover. The Office of Materials Technology of the State Highway Administration must approve all materials used in the construction phase of this project.

Cost Estimates. As part of the interim design the Contractor will develop a cost estimate for the construction of the pedestrian facilities after reviewing the work performed to date and conducting such additional design as shall be necessary to obtain information for that estimate. A final cost estimate will be developed based on all information included in the final design and will be used as part of the evaluation of bids for the eventual construction of the pedestrian facilities.

Design Support During Federal, State, and County Reviews. The Contractor will assist the Town in developing materials necessary to obtain reviews, approvals, and permits from all Federal, State and County agencies. These design activities will be integral to the development of the final design plans.

100% Design Level Construction Plans. The Contractor will develop full construction drawings suitable for obtaining bids from construction firms for the construction of all pedestrian facilities. These plans will be reviewed by the Town of Garrett Park and the SHA prior to any release to construction vendors.

Development of Bid Documents, Selection of Construction Firm

Once the final design level plans have been approved, the Contractor will develop a bid package to be submitted to construction firms. The package will include the approved design plans, roadway plan sheets, typical sections, storm water management plans, erosion and sediment control note sheet and improvements to residential entrances. The package will also include all requirements for the bidders, a schedule for the construction project and all other details needed to obtain competitive bids for the construction of the pedestrian facilities. Those details will include all SHA requirements for federally funded projects.

The Contractor will develop a rating comparison for bidders and assist the Town in the selection of the most qualified firm.

Deliverables

The Contractor will be expected to meet the following deliverables and time constraints.

1. Within 30 days after contract signing, meet with Town management and, if appropriate, with representatives from the State Highway Administration to develop a clear understanding of the current preliminary design and of the requirements of the ultimate design.

2. Based on information obtained from those meetings and the information from the Scope of Work above, develop a schedule for completion of both interim and final designs which meets the requirements of all parties.

3. Provide interim drawings sufficient to cover storm water management, alignment and elevations. Drawings must be sufficient for reviews by the Maryland Historical Trust and the Water Resources Section of the Montgomery County Department of Permitting Services and approval of concepts and/or permits by other appropriate reviewing and permitting agencies.

4. Participate in ongoing meetings with Town management, the Town Council, the Citizens Sidewalk Advisory Committee, individual property owners and FHWA, SHA and MHT officials as requested. Meetings will be held to discuss the status of the design, how the design is meeting the requirements of the project, present route options, materials options, and to get feedback on that information.

5. Develop graphics in support of meetings with the Town, citizens, SHA, MHT or others. The graphics will assist in the explanation of the design as it is developed.

6. Create a separate report on materials to be used in construction which explains rationale, desirability, cost and other information needed to assist in material selection.

7. Within 30 days after the initial meetings, a proposed design schedule will be submitted to the Town Manager for approval. The final design shall be completed consistent with the approved schedule in a format or formats consistent with the Town's needs for public presentation and for the construction bid.

8. Complete Bid Documents for the Construction of the sidewalks.

9. Assist in evaluation of the construction bids.

28. DELAYS/EXTENSION OF TIME: If the Contractor is delayed in the delivery of services the Town may extend deliverable or completion dates for such time as the Town may decide, in its sole discretion.

29. SUSPENSION OR STOPPAGE OF WORK: The Town shall have the authority to suspend work of the Contractor as it may deem necessary.

30. The Contractor shall not suspend or stop work which has been ordered by the Town without first obtaining proper authority to do so.

31. INTERPRETATION: Any questions concerning conditions and specifications shall be directed in writing to the Town Liaison or other official designated by the Town. No interpretation shall be considered binding unless provided in writing by the Town Liaison or other authorized official of the Town. The execution of this Contract shall be prima facie evidence that the Contractor thoroughly understands the terms of this Contract. Words and abbreviations which have well known technical or trade meanings are used in accordance with such meanings.

32. UNSUITABLE PRODUCTS: Unsuitable products shall be rejected and shall be made good by the Contractor in a manner satisfactory to the Town.

33. ERRORS: The Contractor shall take no advantage of any error or omission in the specifications. This Contract shall not be construed against either party by virtue of the fact that such party or its agent authored all or any part hereof.

34. NO LIMITATION OF LIABILITY: The mention of any specific duty or liability of the Contractor in any part of this Contract shall not be construed as a limitation or restriction upon any general liability or duty imposed upon the Contractor. Contractor is responsible for any errors and omissions in its work which result in increased implementation costs or result in inferior construction, or in claims against the Town.

35. MISCELLANEOUS PROVISIONS: The Town and the Contractor each bind themselves, their partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in this Contract.

36. NOTICES: Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to any officer of the corporation for who it was intended if delivered or sent by registered or certified mail to the last address known.

37. GOVERNING LAW: This Contract is executed in the State of Maryland and shall be governed by Maryland law. The Contractor, by execution of this Contract, consents to the jurisdiction of the Maryland state courts with respect to any dispute arising out of this Contract and further consents to venue in Montgomery County, Maryland.

38. AUTHORITY OF THE TOWN LIAISON IN DISPUTES: Any dispute concerning a question of fact arising under this Contract shall be decided by the Town Mayor who shall notify the Contractor in writing of his determination. The Contractor shall be afforded the opportunity to be

heard and offer evidence in support of its claim. Pending final decision of the dispute herein, the Contractor shall proceed diligently with performance under this Contract. The decision of the Town Mayor shall be final and conclusive.

39. MODIFICATION: This Contract may be modified only by written instrument signed by both parties hereto.

40. ENTIRE CONTRACT: This Contract, including the exhibits attached hereto, constitutes the entire Contract between the Town and the Contractor, and the parties shall not be bound by any prior negotiations, representations or promises, not contained herein.

IN WITNESS WHEREOF, the Town and the Contractor have executed this Contract as of the date first written above.

TOWN OF GARRETT PARK

By: _____
Gene Swearingen (Signature)
Town Manager

Nobis Engineering, Inc.

By: _____
Jason Azar Associate
(Print Name and Title)

Contract 2017-2
Exhibit B

Proposal for:

RFP No. 2017-2

Safe Routes to School Sidewalks Engineering and Design

SafeRoutes

Submitted to:

Town of Garrett Park
Town Office
4600 Waverly Avenue
Garrett Park, MD 20896

By:

Nobis Engineering, Inc.
20410 Century Boulevard
Suite 230
Germantown, MD 20874

Due Date: December 9, 2016, 12:00 PM

Nobis
Engineering a Sustainable Future

PROPOSAL FOR
RFP No. 2017-2

SAFE ROUTES TO SCHOOL SIDEWALKS
ENGINEERING AND DESIGN

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Nobis

Nobis
Engineering a Sustainable Future

December 8, 2016
File No. 07963.00

Mr. Gene Swearingen, Town Manager
Town of Garrett Park
4600 Waverly Avenue
Garrett Park, MD 20896

Re: Proposal for RFP No. 2017-2
Safe Routes to School Sidewalks Engineering and Design

Dear Mr. Swearingen and Members of the Review Committee:

Nobis Engineering, Inc. (Nobis) is pleased to present this proposal to provide engineering and design services for your Safe Routes to School Sidewalk project. Our proposal is in response to the Request for Proposals dated November 7, 2016. We assure independence and impartiality in the provision of services for this project.

Nobis brings forth extensive experience with managing various types of municipal infrastructure upgrades involving accessibility and safety retrofits. Our experience with Garett Park over the past year has involved sidewalk evaluations and assistance with the development of a capital improvement plan. We believe our knowledge of – and experience with – the Town provides us an advantage; we know the issues and can start work immediately.

If selected by the Town of Garrett Park, Nobis would provide the following:

- An experienced team with highly relevant sidewalk design and construction management experience dedicated to providing the Town responsive, quality and cost-effective solutions;
- A Project Manager who is a Maryland-registered professional engineer with 16 years' experience in design, permitting and construction oversight and who has experience in Garrett Park; he will be supported by a team of engineers and constructability specialists who have experience in Garrett Park;
- A responsiveness above and beyond our competition: our Project Manager will be the dedicated sole point of contact to the Town and will ensure schedules and budgets are met; and
- A team which provides design experience, familiarity and a working knowledge of the requirements of the state, the county and Garrett Park.

We are confident that we can meet or exceed your objectives for this contract.

Sincerely,

NOBIS ENGINEERING, INC.

Jason Azar, PE, Project Manager

Edward Keohane, PE, Quality Control Manager

Nobis Engineering, Inc.
20410 Century Boulevard, Suite 230
Germantown, MD 20874
T (301) 528-2010

THE TOWN OF GARRETT PARK
AFFIDAVIT OF NON-CONVICTION

I hereby swear or affirm under the penalty for perjury:

(1) That I am the individual Bidder, or a partner in the partnership bidding, or an officer, director or employee of a business entity bidding and have the authority to make this affidavit on behalf of the partnership or business entity; and

(2) That I the signatory have not been convicted under the provisions of Article 27 of the Maryland Annotated Code, of bribery, attempted bribery or conspiracy to bribe and/or during the course of an investigation or other proceeding have not admitted any acts or omissions which could constitute bribery, attempted bribery or conspiracy to bribe under aforementioned Article, or have not been convicted under any other State or Federal Law of bribery, attempted bribery or conspiracy to bribe in connection with any contractor or bid therefore with any State or County agency for the supply of goods or services; and

(3) If the bidder herein is a business entity, that to the best of my knowledge, the bidding business entity or any of its officers, directors or partners or any of its employees directly involved in obtaining contracts with the State or County agencies has not been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any State or Federal government.

(4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed _____

Firm Name Nobis Engineering Inc

Subscribed and sworn to
before me this 1st day of December, 2016

Notary Public _____

My Commission expires November 6, 2019

DEBORAH L. KAPLAN
NOTARY PUBLIC
MONTGOMERY COUNTY
MARYLAND
MY COMMISSION EXPIRES NOV. 6, 2019

Understanding and Approach

Understanding of the Scope

Nobis Engineering is pleased to have the opportunity to provide the Town of Garrett Park with engineering and design services for the SHA-funded Safe Routes to School program. We believe we have an advantage for this work through our thorough understanding of the needs of Garrett Park for sidewalk retrofit and also through discussions throughout this past year on general needs for infrastructure upgrades throughout the Town.

A unique historic Town in Maryland, Garrett Park is bordered by Rock Creek Park and large commuter cities in Montgomery County. It comprises mostly Victorian-style residences, few businesses and one elementary school, giving it a "small Town" feel. In its grant application to State Highway Administration, the Town noted that bus service to school is provided to just about half of elementary school students; more than half of the remaining students walk to school on routes that provide either no sidewalks or sidewalks that are deemed dangerous. A child pedestrian fatality necessitated the addition of a traffic light at a main intersection within one mile of the school; a continued danger to the Town residents presents an urgency to complete this project.

The needs of Garrett Park students and residents and the current financial resources through the $561,286 grant drive the priority of the Safe Routes to School program. Issues such as a lack of sidewalks, narrow roadways used by pedestrians, stormwater management problems and non-ADA compliance have resulted in a critical need for to accommodate a growing population of school students and pedestrians in Garrett Park.

Nobis has designed nearly one mile of sidewalk and ten miles of "Complete Streets" in the Town of Poolesville including ADA upgrades, paving rehab, curb and gutter installation and stormwater management. Poolesville has areas registered as Historic Places, so we understand the importance of maintaining the historic integrity of Garrett Park, especially the mature trees throughout the Town. For this project, we are teaming with a landscape architect who specializes in wetlands and waterway planning, tree conservation planning, forest stand delineations and forest conservation planning. Our teaming experience with LSG Landscape Architecture includes natural resources inventories, large tree and forest surveys and ISA Certified Arborist reports and recommendations in conjunction with Tree Save and Forest Conservation Plans. Our focus is to provide sound natural resource protection and enhancement as much as possible, with a priority to increase safety and accessibility. We intend to visit the approved design while investigating ways to enhance the design.

To accomplish the design agreed upon by Garrett Park, Nobis would apply its experience with Garrett Park engineering, the importance of community input, an in-depth knowledge of local codes, a working relationship with agency reviewers, extensive experience with Environmental Site Design in Maryland and, most importantly, the desire to enhance safety and satisfy the Town and the end users of the project. Nobis has the combination of these skill sets that distinguishes it from other engineering firms.

As a leader in Environmental Site Design, Nobis knows the type of guidance the Town will need to meet its objective of making the Safe Routes to School project environmentally sustainable with a respect to historic properties. Much like the Town of Poolesville, M-NCPPC and Montgomery County Public Schools – three of Nobis Engineering's long-term clients – Garrett

Park desires a low-impact solution to accommodate schoolchildren and to increase effectiveness and safety of infrastructure for the elementary school-goers. From design and public outreach to administration of construction and close-out, Nobis is capable of providing Garrett Park everything it needs for this important project. We are committed to going "the extra mile" and remaining flexible and team-oriented with Garrett Park Town staff.

Paramount to our team's vision for this project would be to maintain the hometown feel of the route to school while enhancing its walkability, making it more inviting and user friendly 365 days a year and providing safe passage.

Project Approach

All of the work under this contract would be managed and performed from our Germantown, Maryland, office. Our office staff of 11 people includes five Maryland-registered professional engineers, a construction inspector currently managing engineering services for Garrett Park under a General Engineering Services contract, a project coordinator who specializes in value engineering and engineering staff experienced in drafting and applying for permits.

For this project, we anticipate being able to apply for permits early in the process. Our experience in Poolesville for the past nine years has given us many opportunities to work on Town-, county- and state-owned roads and apply for relevant permits. Because Garrett Park owns its roads, we don't anticipate the need to obtain county or state permits.

We anticipate completing this project in the following four phases:

1. **Project Initiation** – Upon receiving a Notice to Proceed, we would initiate a kick off meeting with the Town, review all previously prepared documentation, conduct visual inspections of the project site to verify existing conditions and solicit stakeholder input on the current design.

   We assume no surveys or geotechnical investigations would be required.

2. **Design Development** – We would take the information assimilated during the project initiation phase as well as input from the stakeholders and develop 65 percent construction documents. This level of documentation would allow us to make initial submissions to various agencies to begin the approval and permitting process. It would also allow us to prepare a detailed cost estimate as required by the RFP. A submittal package would be prepared for the Maryland State Highway Administration to review as necessary. We would schedule a review meeting with the Town to discuss all comments received on the package and to review the cost estimate.

   We assume no right-of-way permits would be required from the state or county since the roads are owned by the Town.

3. **Construction Documents** – During the CD phase, we would advance the design to 100% complete construction documents and develop specifications. This submission would incorporate all comments received at the time. All final submissions would be made to permitting agencies and the cost estimate would be updated to reflect the final design.

4. **Bidding** – During the bidding phase, we would incorporate the final 100% construction documents into a package including front-end documents suitable for contractors to bid the

project. We would attend a pre-bid conference and assist the Town in evaluating all responsible bidders and provide a recommendation of award based on the evaluation of the responsible bids.

The table below highlights our in-house approach to engineering services, and how it would benefit the Town.

Project Approach	Capabilities and Resources to Support Approach	Benefit to Garrett Park
Streamline project with clearly defined management responsibilities	✓ Project Manager, Jason Azar, PE, providing authority to commit resources, sign contracts and immediately resolve problems ✓ Project Manager has authority to manage the contract including cost, schedule and resources ✓ Quality Control Manager will assist with project management and plan reviews as needed ✓ Independent quality and safety reporting enhances operational integrity	No bottlenecks in project execution, enhanced control and communication
Deliver project with established management processes and procedures	✓ Nobis uses PMP project and risk management tools ✓ Managing an $11 million park project involving 10+ consultants, sustainability issues and public outreach shows experience as a prime consultant with team management skills ✓ Managed and successfully performed 1 mile of sidewalk and 10 miles of roadways in nearby Town of Poolesville shows relevant experience	Consistent performance and reliable results that are fully documented
Facilitate work control/coordination with effective management systems/tools	✓ Web-based MIS tools including PM Dashboard and labor/expense tracking to manage cost, schedule and quality ✓ Government-audited cost accounting; client-approved and compliant procurement and property management procedures; SharePoint site to access files from anywhere	Reduces performance risk and enhances execution efficiencies
Provide significant local resource capacity and additional resources	✓ 110 staff at 5 locations in Maryland, Virginia and New England ✓ 11 local staff with full capabilities and resources ✓ Pre-qualified local subconsultants with successful history working with Nobis on similar contracts	Provides access to resources in a timely manner and ability to perform the SOW
Implement efficient staffing plan with built-in flexibility to quickly adapt to changing requirements	✓ Core team plus additional key staff, ability to expand/contract staff around core team via specialty staff and resources in Nobis's offices ✓ Track resources via 30/60/90-day look-ahead and staffing utilization reports ✓ Access to pre-qualified subs in MD and VA with labs, drillers, etc.	Maximizes responsive delivery and enhances continuity
Apply structured QC function and defined procedures to enhance work execution	✓ Proven QC program ✓ Web-based Quality Portal provides access to SOPs, plans, design library ✓ Communities of practice used to resolve technical issues	Ensures quality deliverables with control over budget and schedule
Implement Health & Safety program with established processes/ procedures	✓ Established Corporate H&S Program ✓ 97,000 hours with no lost-time incidents various sites ✓ Earned 20+ safety awards within last 5 years	Assures consistent safety performance by all team members

Team Approach

To effectively and efficiently meet the Town's requirements for full-scale engineering services, we would use a team approach – one that requires Nobis staff and Town representatives and stakeholders to be involved throughout the entire process. Questions and objections to final design issues may arise on what was done if the consultants and stakeholders do not know why

it was done. Informed stakeholders and active participants in the design process would be crucial. These groups should be aware of the design elements, understand the design, provide feedback and ideas and support the design as a best solution.

Nobis shall honor the spirit of the desired design intent while continuing to evolve throughout the entire process. The team would work closely and collaboratively with the Town to refine the design to further resolve the plan. In that, the Nobis team would continue to suggest refinements to the design to provide a greater level of detailed thought—all in the spirit of the objective and in collaboration with Garrett Park. The team shall rely heavily on feedback and guidance from the Town to assist in that endeavor as to ensure that the design integrity and consistency of the design objectives are met.

The Safe Routes to School project shall be developed by a team-based approach. Nobis would contribute ideas with Garrett Park collaboratively in all phases of the project. As a result, the end product would illustrate the cumulative strength of the team and ensure the best end result for the Town. Throughout the project, team members would be available to meet and discuss design alternatives. *Nobis is known for being responsive and flexible to clients and providing their clients with outstanding customer service.*

A practical understanding of construction technologies, use of timeless materials and application of sustainable principles would guide the design of the project. The experience of Nobis's project team reflects its ability to "step outside of the box" and to brainstorm to provide unique solutions.

Project Manager

Jason Azar, PE, Associate and Senior Project Manager, will serve as Project Manager. Based in our Germantown office, Jason has the full authority to commit team resources and to obtain and direct needed team subcontractor resources. Jason joined Nobis in 2004 and immediately began managing county and municipal engineering projects. Jason has project managed about 80% of Nobis's Mid-Atlantic projects since 2004 and offers an unmatched level of project management experience. Jason has developed a working relationship with Garrett Park representatives and members of key review agencies. He will be Garrett Park's primary point of contact with communication assistance from Ed Keohane, PE, Quality Assurance Manager and John Strong, Constructability Specialist and Project Manager on recent sidewalk evaluations throughout Garrett Park. Jason, Ed and John together will direct contractual, technical, quality, cost, schedule, and health and safety compliance, as well as overall Garrett Park satisfaction.

Quality Assurance Program

To effectively and efficiently meet Garrett Park's need for high quality plan reviews, Nobis will rely on the following proven and in-place quality control procedures we have successfully used for more than 28 years.

Function	Responsible Individual(s)	Control Methods	Tactics to Maximize Control and Coordination
Project/ Resource Management	Project Manager	Work Plan, Project Schedule, Staffing Plan,	✓ Implement project plan, forecast resource requirements through partnering with Garrett Park representatives and stakeholders ✓ Use resource-loaded schedule and 30/60/90-day look-ahead

		Resource Reports	forecasts ✓ Perform resource balancing and leveling to optimize utilization
Quality Control	QA/QC Manager/QC Staff/PM	Corporate QA/QC Procedures	✓ Define QA/QC requirements ✓ Conduct independent/peer reviews to enhance submittal quality ✓ Conduct quality inspections/audits; formal and informal design reviews ✓ Implement QA/QC Plan; use web-based tools to facilitate reviews
Health and Safety Management	H&S Manager	Corporate H&S Procedures	✓ Enforce site-/job-specific H&S procedures ✓ Ensure staff are current on safety training and medical exams ✓ Conduct safety meetings as necessary to discuss issues and changes ✓ Conduct inspections, root-cause/near-miss analyses, lessons learned as needed
Cost Management	Project Manager/Project Engineer	Work Plan, Cost Estimate	✓ Use parametric data, historical costs to enhance estimate accuracy ✓ Monitor project costs against baseline budget for cost control ✓ Identify cost-saving solutions through alternative/ innovative approaches
Schedule Management	Project Manager	Work Plan	✓ Develop schedule to track progress based on complexity ✓ PM tracks, monitors, and updates performance versus project schedule ✓ Analyze schedule requirements; evaluate risks/ contingencies and develop workarounds, corrective action
Contracts/ Procurement	Contracts Manager/Project Manager	Procurement Procedures, Purchasing Plan	✓ Ensure prime contract terms are flowed down to subcontractors if necessary ✓ Maximize small business participation on projects ✓ Administer subcontracts if required ✓ Monitor/control performance through regular surveillance
Document Control	Project Manager	SOPs; Document Control System	✓ Ensure project team follows SOPs for naming, submitting and filing project documents and submittals ✓ Maintain/update electronic database tracking for docs ✓ Maintain/update submittal register to facilitate tracking

Qualifications and Experience

Introduction to Nobis

Nobis Engineering, Inc. is an employee-owned company established in 1989. In 28 years, the firm has grown to a five-office, 110-person professional consulting services firm offering civil, environmental and geotechnical engineering services to public and private entities. The Germantown, Maryland, office of Nobis was established when the firm merged with Huron Consulting Company, an 11-person civil engineering firm comprising individuals who have worked together for the past 25 years and who had experience on a Town of Garrett Park engineering services contract. Huron was a small business providing primarily site engineering services to Maryland towns. Since the merger in 2013, the Germantown office has grown and continues to specialize in capital improvement design and construction to public clients.

Nobis at a Glance
- Celebrating 28 years in business
- Employee-owned company
- 110 professionals in 5 offices
- Voted "Best Firm to Work For"
- Garrett Park experience
- Multi-disciplined engineering

Nobis offers the following specific areas of expertise:

- **Civil Engineering**: plan reviews, feasibility studies, sustainable site design, permitting, construction management
- **Geotechnical Engineering**: analysis, design, risk management, instrumentation, monitoring, subsurface condition characterization
- **Environmental Engineering**: studies, permitting, due diligence, investigations, remediation, asbestos licensing and building hazards

Success Highlights

- *2016 Design Professional of the Year* Montgomery County Public Schools
- *"...spot on in design and construction..."* St. Andrew's Episcopal School
- *"Always exceeds our expectations."* Town of Poolesville
- *"...fast-track permitting allowed for accelerated schedule"* Maryland-National Capital Park and Planning Commission

In September 2016, Nobis's Germantown staff was thrilled to be recognized by Montgomery County Public Schools as "*Design Professional of the Year*." In 2015, we received a merit award from the American Council of Engineering Companies Metropolitan Washington for inflow and infiltration remediation in the Town of Poolesville, and in 2011 we won an Associated Builders Award for the construction of recreational facilities at Connelly School of the Holy Child in Potomac. In addition to these two local area awards, in 2015 Nobis was recognized by the Greater Concord Chamber of Commerce as *Business of the Year*. In 2014, Nobis was ranked among ZweigWhite's 2014 "*Best Firms to Work For*" as voted for by our staff members. We are celebrating 12 years as an employee-owned business.

Nobis has design experience in all the areas required for the sidewalk engineering and design contract including sidewalk retrofits, ADA compliance upgrades, repaving, stormwater management, cost estimating, construction oversight, historic preservation and compliance with all state, county and local requirements. Our project experience in Maryland has required coordination with SHA roads and the implementation of Environmental Site Design. LSG Landscape Architecture will assist us with tree-saving measures on the project.

Relevant Experience and References

General Engineering Services Poolesville, MD	**Town of Poolesville** **Wade Yost, Town Manager** **301-428-8927**

The Town of Poolesville's Historic District is on the National Register of Historic Places. Nobis has been the Town Engineer for Poolesville since 2007, overseeing 220+ task orders related to the maintenance of the town's historic structures, major rehabilitation to roadways and sidewalks, the implementation of a stormwater management plan, upgrades to zoning and master plans and energy renewal and sustainable design. For nine years, Nobis has been responsible for:

- reviewing plans provided by architectural and engineering firms
- providing technical guidance and consultation to the Town Manager and Commissioners
- reviewing building permit applications per Poolesville Zoning and Subdivision Ordinance
- assist with ordinance re-writes including subdivision, zoning and master plans
- managing and monitoring construction on a daily basis and coordinating contractors and utilities
- preparing RFPs and bid documents and assisting in the bidding process
- developing cost estimates and specifications
- planning for and participating in monthly meetings
- providing citizen support and public outreach
- participating in Commissioners' meetings
- helping plan and attending the town's annual Spring Fest and Poolesville Day events

The following projects highlight some of the tasks we have completed in the town:

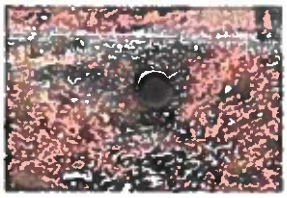
Sidewalk Improvements: In the past five years, Nobis has been responsible for helping the town retrofit about one mile total of sidewalk through the Town. We provide site inspections, technical guidance, design and construction oversight for ADA-compliance, repaving, the addition of curb and gutter and stormwater management. Over the past two fiscal years, Nobis has designed sidewalk improvements to serve the local middle and high school.

Sidewalks, roadways, curb and gutter

Complete Streets: The Town of Poolesville has an ongoing street rehabilitation program to ensure safe, accessible and pedestrian-friendly access. Nobis has overseen the rehabilitation of more than ten miles of state and local roadways in the town including repaving and upgrades to sidewalks, curb and gutter and storm drains, and the addition of handicap ramps to intersections.

ADA compliance and intersection markings

Storm Drain Systems: Nobis has been involved in a number of initiatives the town has taken to control storm water. One major project involved a new pervious pavement parking lot as part of the construction of a new Town Hall. Testing of pervious pavement was provided during the construction of the parking lot by infiltration of water from a nearby fire hydrant to test of the absorbency of the pavement. Nobis is also involved in ongoing efforts to reduce flooding in residential areas by investigating storm drains, regrading parking areas and inspecting stormwater management facilities.



Pervious pavement

Citizen Interactions: As Town Engineer for Poolesville, Nobis attends monthly planning meetings, responds to citizens' questions, acts as liaison between the Town and the residents, attends Town events such as Springfest and Poolesville Day, presents the progress of projects during bi-annual and annual Town Hall meetings and regularly fields phone calls from citizens. Our experience "in the field" involves not just construction oversight but talking to citizens sometimes on a weekly basis.

Diamond Elementary School Expansion Gaithersburg, MD	**Mike Sanchez** **Site Development Coordinator** **240-314-1013**

Nobis provided civil engineering services for a 17,000-square-foot addition to Diamond Elementary School in the city of Gaithersburg. The improvements included a school building addition, a bus loop, a parent drop-off area and parking reconfigurations. Sidewalks in the right-of-way were extended.

Adding a new building facilitated the need to improve traffic flow between the parents and the buses, alleviate safety issues for students and provide much needed additional parking. Nobis's design involved the reconfiguration of the existing drop-off areas and parking lots and providing stormwater management. Portable classrooms onsite were relocated from the northeast corner of the school to the southwest end of the school.

In addition to site design, Nobis obtained the following permits:

- City of Gaithersburg Site Development Permit and Site Plan Approval
- MDDNR Roadside Tree Permit
- Stormwater Management
- MCFRS Fire Access Plan
- MDE Notice of Intent

In November 2016, Nobis was contracted to develop as-builts for stormwater management.

Twinbrook Library ADA Upgrades Rockville, MD	**Montgomery County Department of General Services** **Division of Building Design and Construction** **Michael Kay, 240-777-6194**

Twinbrook Library was the first public library in Montgomery County renovated under the Department of General Services' Library Refurbishment Capital Improvement Program. The program was developed to provide infrastructure upgrades to ensure safe, efficient and operationally-effective reading spaces in the county. Nobis was on OKKS Studios' team to provide design services for major ADA upgrades to this 17,000-square-foot library.

ADA upgrades performed by Nobis included the following:

- Approximately 100 linear feet of sidewalk to create accessible route to entrance door
- Placement of detectable warnings in the sidewalks at the lower level
- 100 linear feet of hand rails
- Front parking
- Relocation of accessible parking to level area of lot
- Adjustment of grade to create parking and pavement of area
- Stripe location and striping of an accessible route
- Accessible parking for back lower lot
- Adjustment of grade to create parking
- Directional signage at entrance

Right-of-way permits were obtained.

Kensington Library ADA Upgrades Kensington, MD	**Montgomery County Department of General Services** **Division of Building Design and Construction** **Michael Kay, 240-777-6194**

Kensington Park Library was the second library to be renovated under Montgomery County Department of General Services' Library Refurbishment Capital Improvement Program. Nobis was on OKKS Studios' team to provide ADA upgrades to the 16,000-square-foot facility building.

Site design services performed by Nobis involved the following ADA upgrades:

- Right-of-way sidewalk repairs
- Approximately 135-linear-foot ramp with landings and rails
- Parking lot regrading
- Parking signage
- Level walk at parking
- Detectable warnings

Right-of-way permits were obtained

Montgomery County Public Schools Capital Improvements, Additions and Modernizations	**Mike Sanchez** **Site Development Coordinator** **240-314-1013**

For the past eight years, Nobis has worked with Montgomery County Public Schools as a prime consultant to MCPS and as a consultant to multi-discipline architectural and engineering teams on a number of comprehensive, county-wide programs to modernize public schools through the design of vehicular and pedestrian accessibility upgrades, utilizing BMPs for stormwater management and designing various safety upgrades for schoolchildren, staff and citizens.

Nobis has assisted MCPS on numerous projects that have part of MCPS's Improved Access and Safety programs. These projects have included ADA upgrades, reconfigured drop off and pickup areas, additional sidewalk connections and the addition of separate bus loops at several school.

Facilities and Computer Software

Nobis will perform the Town of Garrett Park contract from its 4,000-square-foot leased office space in Germantown, MD which has all of the resources needed to perform engineering and related services for the contract. Our engineers and support staff use state-of-the-art equipment including color plotters for CAD drawings, network printers and telephones, Business Skype for

teleconferencing and Mitel phones with instant access to voicemails by cellphone and email. All staff members are equipped with cell phones and laptops; we have three tablets for field use. All of Nobis's offices are equipped with teleconferencing capabilities and virtual private networks.

We use the following software for design and production:

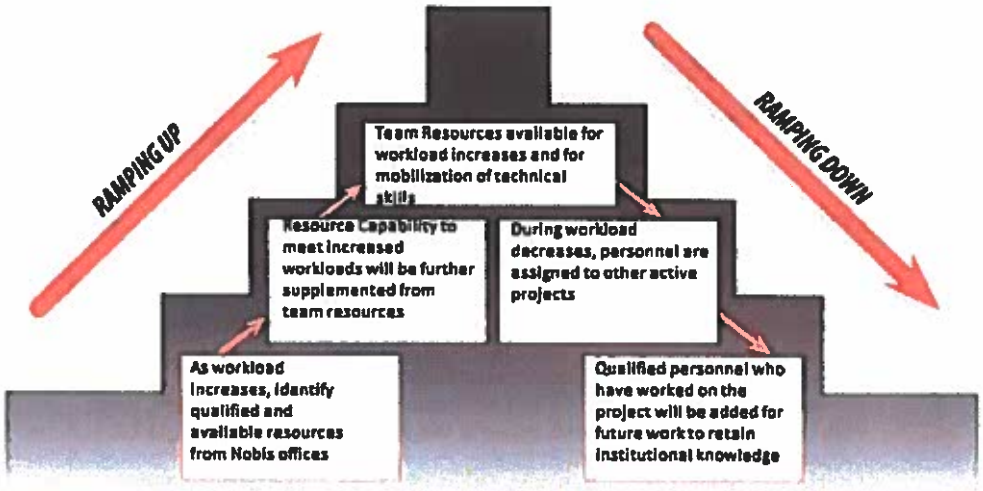
- AutoCAD Civil 3d 2015/2017
- Hydrocad
- HEC RAS 4.1.11
- Win TR55
- Win TR20 and Storm Sewers Analysis
- Autoturn 10
- MS Office 2013/2016
- Adobe Acrobat
- Bluebeam Revu
- Adobe Creative Suite
- gINT
- MS Project

Staffing Plan

A key Nobis Engineering strategy is underway to continue to build up our civil engineering team at our Germantown, MD office. Jason Azar, PE, Associate and proposed Project Manager for Garrett Park, and Peter Delano, PE, Senior Vice President at Nobis, are overseeing this together. We are doing this through existing and proven strategic teaming relationships. We have and will reassign civil engineering staff from other offices to support local project and site work, and we are currently recruiting for both part-time and permanent staff at the Germantown, MD office. In addition, Pete Delano already works from the Germantown, MD on a part-time basis to provide local project support and oversight. For Nobis, Pete Delano has also successfully grown project teams from the ground up to execute on-call project work for many clients and programs.

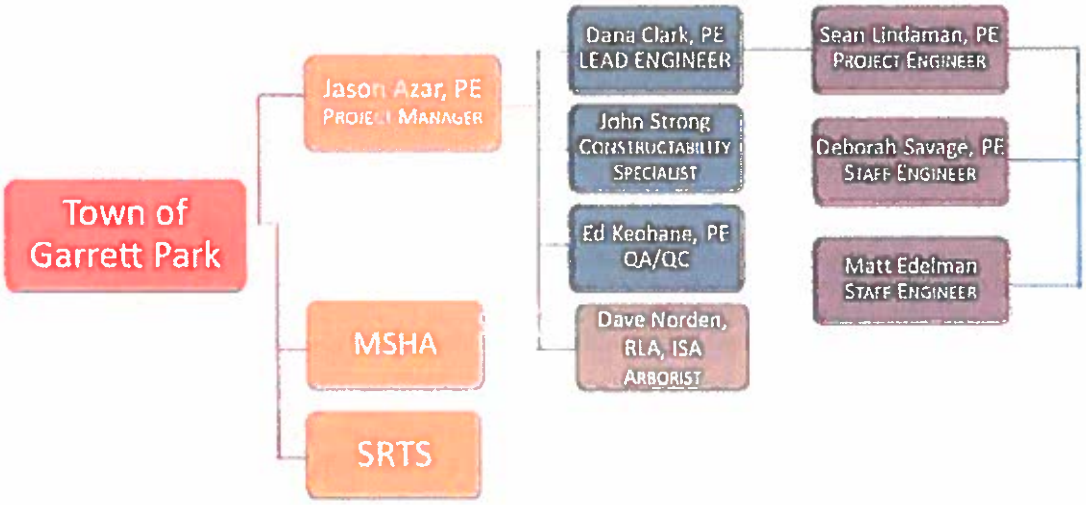
As an established and growing small business with a company-wide staff of 110, Nobis is experienced at handling a workload volume that may fluctuate up and down for contracts. We have resource planning processes and tools in place and ready to effectively plan, forecast and commit needed team-wide resources. The resource planning systems and tools of are centered upon:

- A commitment to maintain a core team to deliver continuity, efficiency, and cost savings
- Clear processes, lines of authority and communication to access team resources
- Regular and proactive dialogue with Garrett Park to best forecast, plan and execute work



Team Organization Chart

The following individuals are committed to the team and to ensuring a quality design for Garrett Park. Our team is familiar with Garrett Park, having been a part of a general engineering services contract for the Town, responsible for investigations, technical guidance and design for various projects in the town. We have studied the town's sidewalk routes and are familiar with the state and local regulations for adhering to SRTS guidelines and local and state regulations.



Key Team Member Qualifications

Jason Azar, PE; Associate	
Role	**Project Manager**
Experience	✓Familiarity with Garrett Park's engineering needs ✓More than 16 years' experience in civil engineering ✓Nine years' experience managing small and large design projects ✓Specializes in grading, stormwater management, drainage, floodplain studies, utilities, erosion and sediment control, permitting and construction oversight ✓Experience sidewalk retrofits and Complete Streets ✓Manages a staff of engineers and construction inspectors ✓Proficient in AutoCAD Civil 3d 2015, Hydrocad, HEC RAS 4.1.11, Win TR55, Win TR20 and Storm Sewers Analysis, Autoturn 9, MS Office 2013/2016, Adobe Acrobat, gINT and MS Project ✓Additional experience includes cost estimating, spec development, value engineering ✓Ability to manage many projects simultaneously ✓OSHA construction safety training ✓Member, Nobis Engineering's Operations Team
Education	BS, 1999, Civil Engineering, Rensselaer Polytechnic Institute, Troy, NY
Registrations	Professional Engineer, MD #31168

Edward Keohane, PE; Senior Project Manager

Role	**QA/QC**
Experience	✓Twenty years' experience in civil engineering ✓Nine years' experience managing consulting firms ✓OSHA construction safety training ✓Member, Nobis Engineering's Community Outreach Team ✓Responsible for quality control oversight for site design projects ✓Has performed 13 projects involving FEMA floodplain packages comprising CLOMR/LOMR/LOMA and environmental assessment reports ✓Specializes in commercial and residential ✓Large- and small-scale projects ✓Proficient in AutoCAD Civil 3d 2015, Hydrocad, HEC RAS 4.1.11, Win TR55, Win TR20 and Storm Sewers Analysis, Autoturn 9, MS Office 2013/2016, Adobe Acrobat, gINT and MS Project
Education	BS, 1996, Civil Engineering, University of Central Florida
Registrations	Professional Engineer, MD #26839

John Strong, Senior Project Manager

Role	**Constructability Specialist**
Experience	✓Thirty years' experience in engineering and construction ✓Project Manager of multiple task orders for Garrett Park under General Engineering Services contract ✓In-depth knowledge of Garrett Park's engineering and construction needs; provided sidewalk evaluations in town ✓Since 2007, has been Project Manager for Town of Poolesville's infrastructure projects responsible for managing and overseeing construction, presenting at citizen meetings, developing specs and bid documents, helping update the Town's zoning codes and subdivision regulations and developing master plans ✓Reviews plans and oversees construction projects for water and wastewater facilities, roadways, sidewalks, parks and trails, parking lots, buildings and structures, residential properties, subdivisions and commercial properties ✓Has managed general engineering services contracts for Town of Herndon, Stafford County and Clark County, VA
Education	A.A., Engineering Technology, 1980, Montgomery College, Rockville, MD

Dave Norden, RLA, ISA, Senior Associate

Role	**Landscape Architect/Tree Risk Assessor**
Experience	✓ Seventeen years' experience in master planning and planting design ✓ Chairman of Facilities & Grounds Committee for HOA community with 5,000+ homes ✓ Career in preserving specimen trees and wooded areas ✓ Facilitates public and stakeholder involvement processes ✓ Has an interest in helping bring natural and built landscape awareness into communities ✓ Has teamed with Nobis on various projects since 2004
Education	Master of Landscape Architecture, 2003, Virginia Tech BS, Horticultural Science, 1999, North Carolina State University
Registrations	Maryland Licensed Landscape Architect ISA Certified Arborist ISA Tree Risk Assessment Qualification

Dana Clark, PE, Project Manager

Role	**Lead Engineer**
Experience	✓ More than 10 years' experience in civil engineering ✓ Promoted to Project Manager and obtained PE license within 3 years' employment at Nobis ✓ Specializes in floodplain studies, stormwater management, water quality plans ✓ Proficient in AutoCAD Civil 3d 2015, Hydrocad, HEC RAS 4.1.11, Win TR55, Win TR20 and Storm Sewers Analysis, Autoturn 9, MS Office 2013/2016, Adobe Acrobat, gINT and MS Project ✓ Experience includes residential, commercial, federal, educational and recreational facilities
Education	MS, Engineering, 2010, University of Florida, Gainesville, FL BS, Civil Engineering, 2006, Clemson University, Clemson, SC
Registrations	Professional Engineer, MD #40811

Deborah Savage, PE, Project Engineer

Role	**Project Engineer**
Experience	✓More than 11 years' experience in civil engineering ✓Proficient in AutoCAD Civil 3d 2015, Hydrocad, HEC RAS 4.1.11, Win TR55, Win TR20 and Storm Sewers Analysis, Autoturn 9, MS Office 2013/2016, Adobe Acrobat, gINT and MS Project ✓40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) ✓Member, Nobis Engineering's ESOP team ✓Performs stormwater management field investigations, grading and erosion and sediment control ✓Experience developing new stormwater products and integrating the products with existing lines in the marketplace ✓Has managed the engineered stormwater products process from conception and design to manufacturing and delivery
Education	BS, 2007, Civil Engineering, Magna cum laude, Clemson University, Clemson University, SC
Registrations	Professional Engineer, MD #45571

Sean Lindaman, PE, Project Engineer

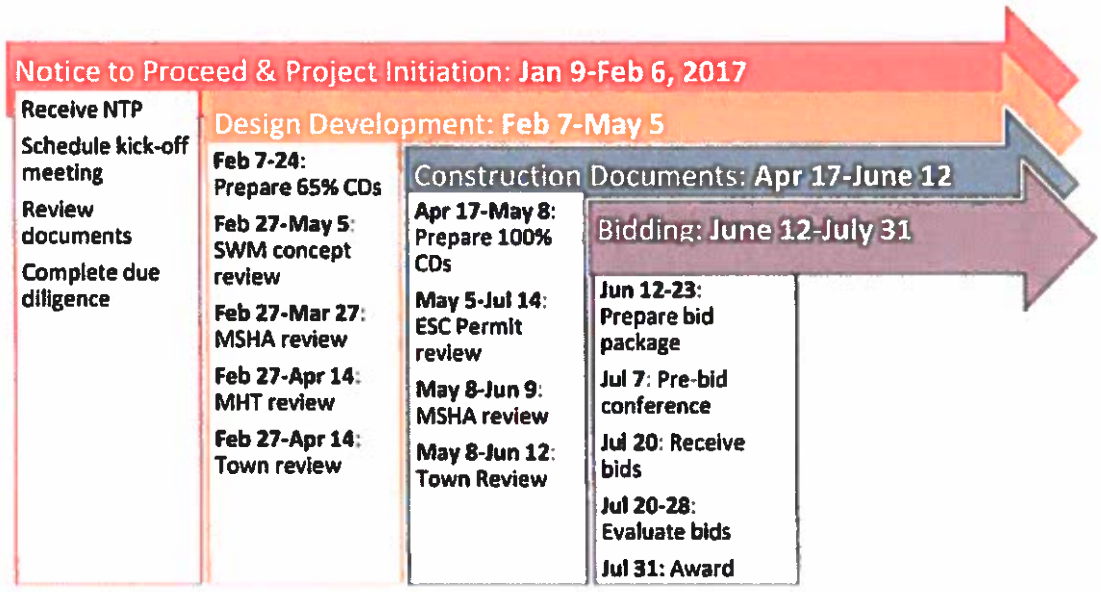
Role	**Project Engineer**
Experience	✓Eight years' combined educational and design experience in civil engineering; interned with Nobis Engineering for two years prior to full-time employment ✓Proficient in AutoCAD Civil 3d 2015, Hydrocad, HEC RAS 4.1.11, Win TR55, Win TR20 and Storm Sewers Analysis, Autoturn 9, MS Office 2013/2016, Adobe Acrobat, gINT and MS Project ✓At the University of Maryland, he was a Presidents Scholarship recipient and won the President's Award for Academic Excellence; he was also a Paduan Scholar and a western New York Scholar Athlete ✓Has provided plan reviews for the Town of Poolesville since 2007; also responsible for design, permitting and construction oversight for infrastructure upgrades throughout the Town ✓Specializes in grading, permitting, stormwater management, erosion and sediment control and water and sewer extensions
Education	BS, Civil Engineering, 2010, University of Maryland
Registrations	Professional Engineer, MD # 38909
Registrations	Maryland Licensed Landscape Architect ISA Certified Arborist ISA Tree Risk Assessment Qualification

Project Schedule

Nobis develops project schedules for many projects. The project schedule and milestones are maintained in the electronic project folder which is accessible to all Nobis offices. Daily and weekly status reports are available and maintained by the Project Manager.
Nobis uses industry-standard management processes and tools to track project scope and expectations of quality during the planning and design phases. Primary processes including defining the scope, level of quality desired and overall estimate; defining key submissions during the design phase; determining permitting requirements early on and coordinating with permit review agencies throughout the planning phase; and developing construction milestones including escalation.

A major component for scheduling projects is having the experience to know which tasks are critical path items for the project schedule. Many tasks are interdependent of other tasks, and it is essential to prioritize task completions to ensure the project schedule moves along the critical path. Nobis has a proven track record of meeting schedules.

The schedule below shows our availability for Garrett Park. We do not anticipate any problems turning reviews around within this timeline.



Safe Routes to School Sidewalk Engineering and Design
Fee Proposal
December 8, 2016

Staff	Project Manager	Project Engineer	Staff Engineer	Constructability Specialist	Clerical	Arborist	Subtotal
Hourly Rate	$155	$115	$85	$145	$55	$150	
Administration							
Project Initiation	4	4	12	8	2	16	$5,770
Design Development	4	24	32	4		24	$10,280
Final Construction Documents	4	24	40	4	2	24	$11,070
Bidding	8	12	2	4		6	$4,270
Subtotal Hours	20	64	86	20	4	70	$ 31,390
Subtotal Cost per Staff	$3,100	$7,360	$7,310	$2,900	$220	$10,500	
Subtotal Labor Cost per Firm	$31,390						
Other Direct Costs	$500						
Subtotal Cost per Firm	$31,890						
Total	$31,890						